Importing publications from a file

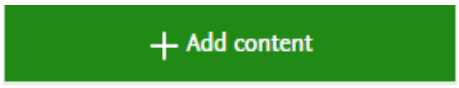
If you have a list of publication references in a RIS or BibTex format, you can import these directly to the UWA Profiles and Research Repository.

These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can import publication details with a RIS or BibTex file.

Login to start:

1. Go to the UWA Profiles and Research Repository
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. staffnumber@uwa.edu.au and Pheme password, or studentnumber@uwa.edu.au and Pheme password

1. Once logged in, click the green **Add content** button.



2. Select **Research output**, then **Import from file**.

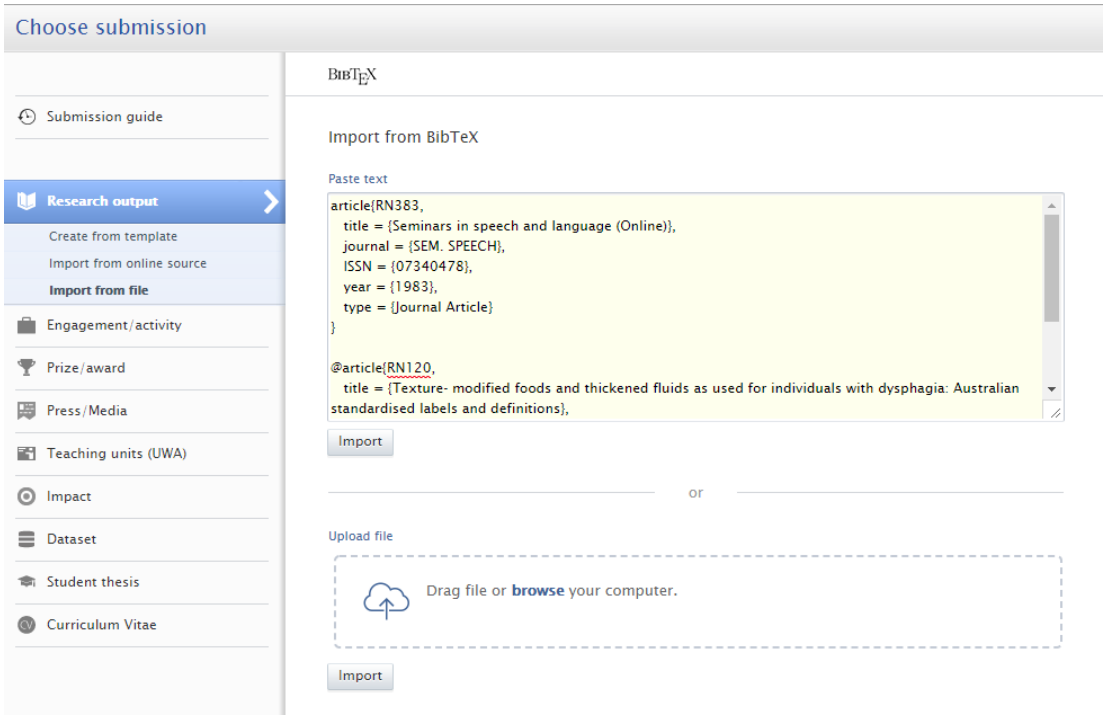
3. Select the file format from the options available (i.e. BibTex, RIS or CERIF).

4. Import the publication details in either one of the following ways:

   - Option one: Pasting the text; OR
   - Option two: Uploading the file from your computer

Option One: Pasting the text

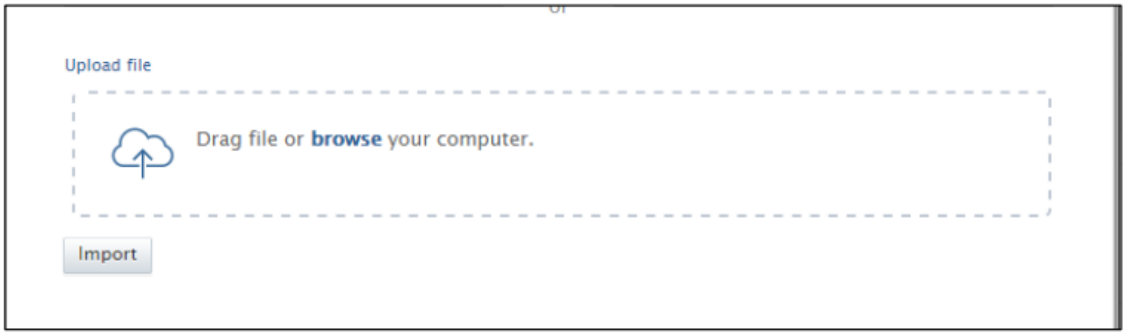
a. Copy and paste the text from the file into the **Paste text** field.



b. Click **Import**. A list of publication details within the pasted text will appear in the search results. Proceed to step 5.

Option Two: Uploading the file

a. Click **Drag file or browse your computer** to upload the file from your computer.



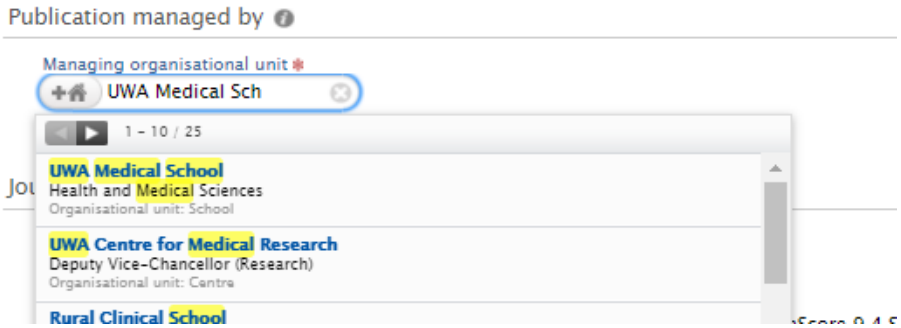
b. Locate the file from your computer and click **Open**.

c. A list of publication details contained in the file will display in the search results.

5. For each publication record in the search results, click the **Import** button (or **Remove** button if there is a notification alerting you that it is a potential duplicate. You may need to double check that it is, in fact a duplicate before removing the record from the list).

6. Check that the Author and affiliation details are correct (you can also edit this information in the next step). Click **Import & Review** at the bottom of the page.

7. Check that all mandatory fields marked with a red asterisk are complete. The **Managing organisational unit** will automatically populate with your current UWA affiliation. If the affiliation is not automatically populated, you can manually add it by typing your current UWA affiliation and selecting it from the drop-down list.



8. Click the **Save** button at the bottom of the record.

Remember: When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).